



FEDERAL VOTING ASSISTANCE PROGRAM

DEPARTMENT OF DEFENSE

WASHINGTON, DC 20301-1155

ENVELOPE DESIGN GUIDELINES

The Federal Voting Assistance Program (FVAP) administers the *Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)*, which covers the voting rights of all members of the Uniformed Services, the merchant marine and their family members, and all U.S. citizens who reside outside the United States.

The most common barrier that Uniformed Service members and overseas citizens encounter when voting absentee is insufficient ballot transit time. Many of these citizens are located in remote areas around the world where regular mail delivery is unpredictable or difficult to obtain.

The FVAP works with the United States Postal Service (USPS) on a continuing basis to determine the most effective way to timely deliver voting materials to our citizens worldwide. The USPS suggests the following guidelines to expedite mail through the automatic mail processing system. Please disseminate this information to the local election officials in your state.

- Use **black** ink on **white** paper.
- Place the Facing Identification Marks (FIM), at the top and near the right hand corner of the mail piece. Generally, FIM C is used for business reply mail with a preprinted barcode, FIM B is used without a preprinted barcode. Consult with a mail piece design analyst for assistance if needed.
- Place the U.S. Postage Paid 39 USC 3406 in the upper right hand corner with the words PAR AVION printed below.
- The Uniformed and Overseas Citizens Absentee Voting Act is now reflected under section 703.8.0 of the Domestic Mail Manual (DMM) and should read:

“Official Absentee Balloting Material – First Class Mail
No Postage Necessary In The U.S. Mails-DMM 703.8.0”

- The new Official Election Mail logo can also be used on the envelope to quickly and easily identify voting-related mail. The logo cannot be resized or altered. However, FVAP has been advised by the USPS that the small application originally slated to be used on postcards only can be used on any size ballot transmission and return voting materials.

Your current supplies of voting materials may still be used. We suggest that upon depletion of your current stock of voting materials, the above recommendations be considered when designing new materials for printing in order to expedite mail processing. Consult with a mail piece design analyst at the USPS to assist with the design of your new mail piece.

If you have further questions, please do not hesitate to contact the FVAP at 1-800-438-VOTE (8683).